

CONSTITUTION OF INDIA.

No. EXM-21-76/XVII.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and in supersession of all existing rules and orders issued in this behalf and in force in the State or any part thereof, the Governor of Maharashtra is hereby pleased to make the following rules for the post recruitment training examination for the Lower Division Clerks appointed to Subordinate Secretariat Service of the State of Maharashtra, namely :-

RULES

1. Short title and Commencement.- (1) These rules may be called the Maharashtra Government Subordinate Secretariat Service (Lower Division Clerks) Post Recruitment Training Examination Rules, 1977.

(2) They shall be deemed to have come into force on the 1st June 1977.

2. Definitions.-In these rules, unless the context otherwise requires.-

(a) "Appendix" means an Appendix to these rules;

(b) "Commission" means the Maharashtra Public Service Commission;

(c) "Examination" means the Post Recruitment Training Examination for the Lower Division Clerks held according to the syllabus prescribed in Appendix "A".

(d) "Existing rules" means the rules and orders in force for Post Recruitment Training Examination for the Lower Division Clerks in force immediately before the date of publication of these rules in the Gazette.

(e) "Gazette date" means the date of the Gazette in which these rules are published;

(f) "Lower Division Clerk" means a person appointed directly to the post of a clerk in the Subordinate Secretariat Service after his selection by the Commission, and includes a person promoted as a Lower Division Clerk from Class IV employees in the Mantralaya Departments of the Maharashtra State, and a person whose appointment to the post of a Lower Division Clerk has been regularised under Government Resolution, General Administration Department, No. EXM-1374/Q, dated the 1st March 1974.

3. Period and number of chances.- Subject to the provisions of these rules, every Lower Division Clerk shall be required to pass the Examination within four years from the date of his appointment as a Lower Division Clerk and within three chances including any chance which he may have been already availed of under the existing rules.

4. Period and number of chances for persons appointed before Gazette date.- Subject to the provisions of these rules, a Lower Division Clerk appointed before the Gazette date who has not passed the Examination under the existing rules shall be required to pass the Examination within three years from the Gazette date and within two chances, unless he is exempted from passing the Examination under rule 6.

5. Consequences of failure to pass examination.-(1) A Lower Division Clerk who fails to pass the Examination within the time limit and chances specified in rules 3 and 4.-

(a) Shall not, until he passes the Examination, be confirmed in the post of the Lower Division Clerk or be allowed to draw his next increment in the scale of Lower Division Clerk. Increment so withheld shall become payable to him with effect from the date on which he passes the Examination and all future increments shall accrue as if no increment is withheld. The arrears for past period shall not be admissible: and

(b) Shall lose seniority in the cadre of Lower Division Clerks, that is to say that he will rank below all such clerks who have passed the Examination before him and also below all those who are senior to such Lower Division Clerks below whom he is placed, and who may pass the examination after him but within the period and chances specified in rules 3 and 4.

6. Exemption from passing Examination.- A Lower Division Clerk appointed before the Gazette date shall be exempted from passing the Examination if,--

(i) he is already confirmed as a Lower Division Clerk; or
(ii) he has already passed the Examination under the existing rules; or

(iii) he has been absorbed as a Lower Division Clerk on the 1st November 1956 under the Allocated Government Servants Rules; or

(iv) he is exempted from passing the Examination under the existing rules.

7. Examination when to be held.-Ordinarily the Examination shall be held either in Marathi or in English or in both the languages once in a year in the month of May or June.

8. Consequences when Examination not held.-If, for any reasons, the Examination is not held in any year, that year shall stand excluded in computing the period specified in rules 3 and 4 in these rules.

9. Chances for appearing for Examination.- Subject to the provisions of Rule 5, a Lower Division Clerk may avail of any number of chances for appearing for the Examination.

10. Syllabus.- The syllabus for the Examination and the number of marks in each paper shall be as shown in Appendix 'A' or such other subjects as the State Government may by order from time to time direct.

11. Standard for passing.- The Standard for passing the Examination shall be 50 per cent of the total marks in each paper.

12. Exemption from appearing in any paper.-An unsuccessful candidate in any Examination who has secured 55 per cent marks or more in any paper shall be exempted from appearing and passing again in that paper in his subsequent attempts.

13. Credit.- In case of a Lower Division Clerk who passes the Examination at the first attempt and secures 70 per cent or more marks in any paper, an entry regarding his performance in that paper shall be recorded in his confidential record.

14. Training Class.- (1) A training class for imparting training to candidates who desire to appear for the Examination shall be conducted by Government at least one month before the date of holding the Examination. There shall be delivered in the training class sixteen lectures on the subjects indicated in Appendix B.

(2) Attendance in the training class is optional, and not compulsory.

(3) A Lower Division Clerk may avail of the facility of the training class only once, and for that purpose shall apply for the same and also for the admission to the Examination in writing in the Form in Appendix 'C' before the 1st February of the year during which he desires to avail of the facility or for appearing for the Examination or for both. The application shall be addressed to the Secretary to Government, General Administration Department; and he shall arrange to inform the candidate whether he has been admitted to (a) the training class and (b) the Examination specified in the application.

(4) Where a person is admitted to the training class the Department concerned shall give him the necessary facility for attending the class.

APPENDIX A

(See rule 10)

Syllabus for the Post Recruitment Training Examination for Lower Division Clerks in the Mantralaya Departments.

Paper	Subjects	Duration of paper	Marks
PAPER I -			
	(i) Organisation of the Secretariat	2 hours.	100
	(ii) Rules of Business.		
	(iii) Secretariat Instructions.		
	(iv) Duties of the receipt Clerk, Confidential Clerk, Comparer and despatcher.		
	(v) The Maharashtra Legislature.		

PAPER II -

- (i) Duties of General Duty Clerks. 2 hours 100
(ii) Manual of Office procedure.

(Chapters 1 to 5, 7 to 11 and 14).

APPENDIX 'B'

(See rule 14)

Details of training

Subject	No. of lectures
1 Organisation of Secretariat ..	16
2 Rules of Business ..	
3. Duties of Receipt Clerk, Confidential Clerk, Comparer and Despatcher. ..	
4. Secretariat Instructions ..	
5. Maharashtra Legislature ..	16
6. Duties of General Duty Clerks..	
7. Manual of Office Procedure (Chapters 1 to 5, 7 to 11 and 14). ..	
Total..	32

APPENDIX 'C'

(See rule 14)

Form of application for admission to (a) the Post Recruitment Examination and (b) the training class for Lower Division Clerks.

PART I -

- (1) Name of applicant ..
- (2) Department ..
- (3) Date of appointment as Lower Division Clerk.
- (4) Year in which applicant intends to take the examination.
- (5) Has the applicant secured exemption under rule 12, in any of the papers? If the answer is in affirmative furnish the following particulars:-
 - (a) Year in which appeared for examination.
 - (b) Roll Number ..
 - (c) Paper in which exempted ..
 - (d) Percentage of marks obtained..

PART II -

(To be filed in only by those who desire to avail of the preexamination training facility).

(1) I desire to avail of the pre-examination training facility.

(2) I declare that I have on no previous occasion availed of such training facility.

Date

Signature of applicant.

(For use in the Candidate's Department).

PART III -

Particulars furnished by the applicant at items 3 and 5 of Part I and item 2 of Part II have been verified and found to be correct.

No.

Date:

Desk Officer Desk No.....
.....Department.

By order and in the name of the Governor of Maharashtra,

V. T. CHARI,
Secretary to Government.

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